Curtin University

Concur Student User Guide

Concur Helpdesk

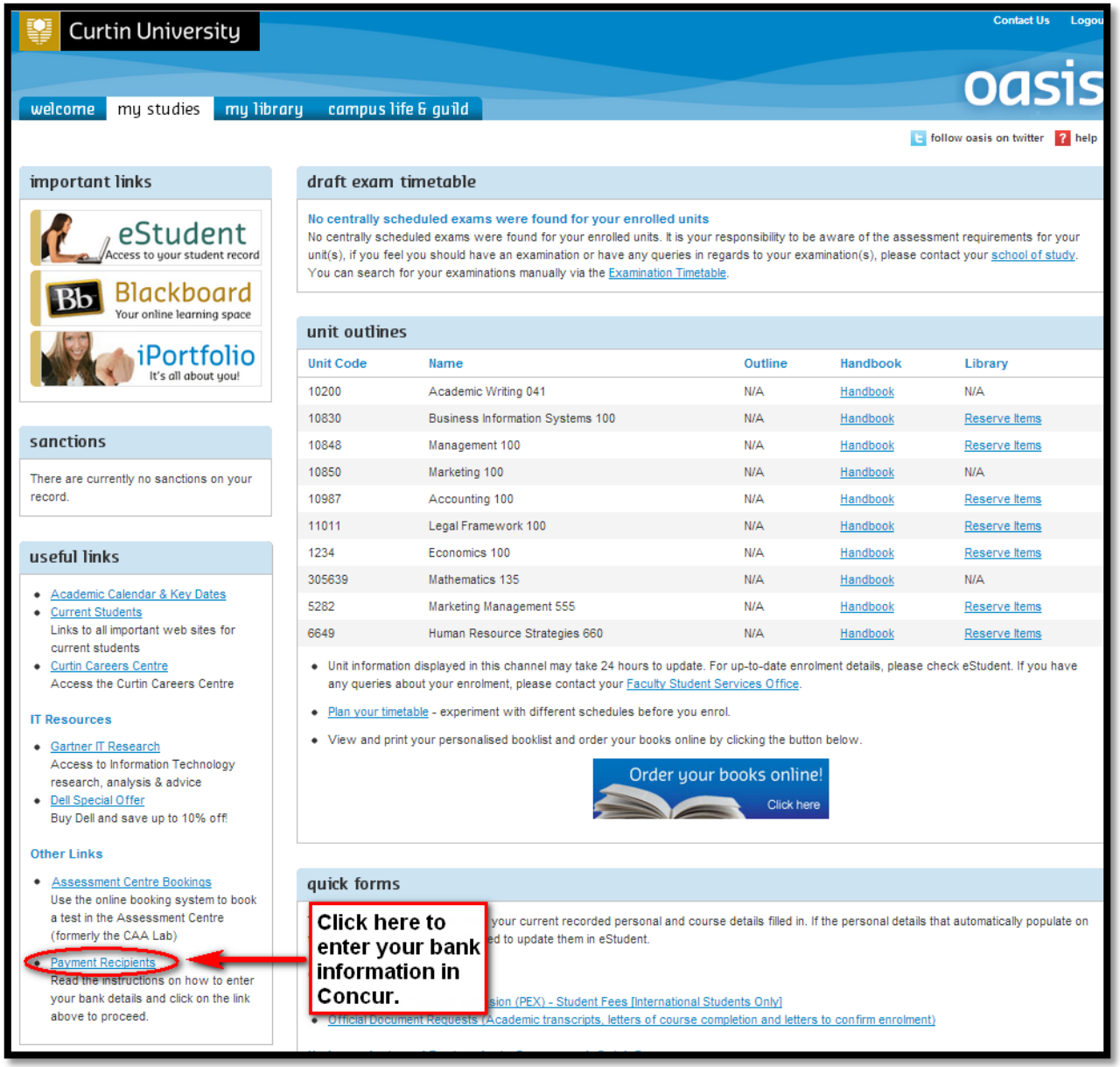
Curtin University
concurhelpdesk@curtin.edu.au
08 9266 2319

1. Instructions for Concur Student users

1) Log into Concur through Student Oasis. Under the tab My Studies, click "Payment Recipients": 2. Student Oasis
2) Enter your bank details following the steps set out in section: 3. Entering bank details
3) Once you have entered your bank details you will need to wait for your bank account to be confirmed before you can proceed. Five cents will be credited to your nominated bank account and once the transaction is completed your bank account will be confirmed. An email notification will be sent to your student email account titled *Expense Pay Notification: Account Confirmation Sent*. Please note that if you do not receive the five cents deposit within 3-4 business days contact Concur helpdesk: concurhelpdesk@curtin.edu.au
4) In the event that your bank account cannot be confirmed by Concur, you will receive an email notification in your student email account advising you. This email is titled *Expense Pay Notification: Payment Denied*. Simply follow the instructions in the email or contact Concur Helpdesk for further assistance.
5) When your bank account has been confirmed the payments will be organised accordingly.
6) If at any time your bank account details have changed you will need to ensure that you update the details on Concur. Just follow the same steps as found in the section 3. Entering bank details

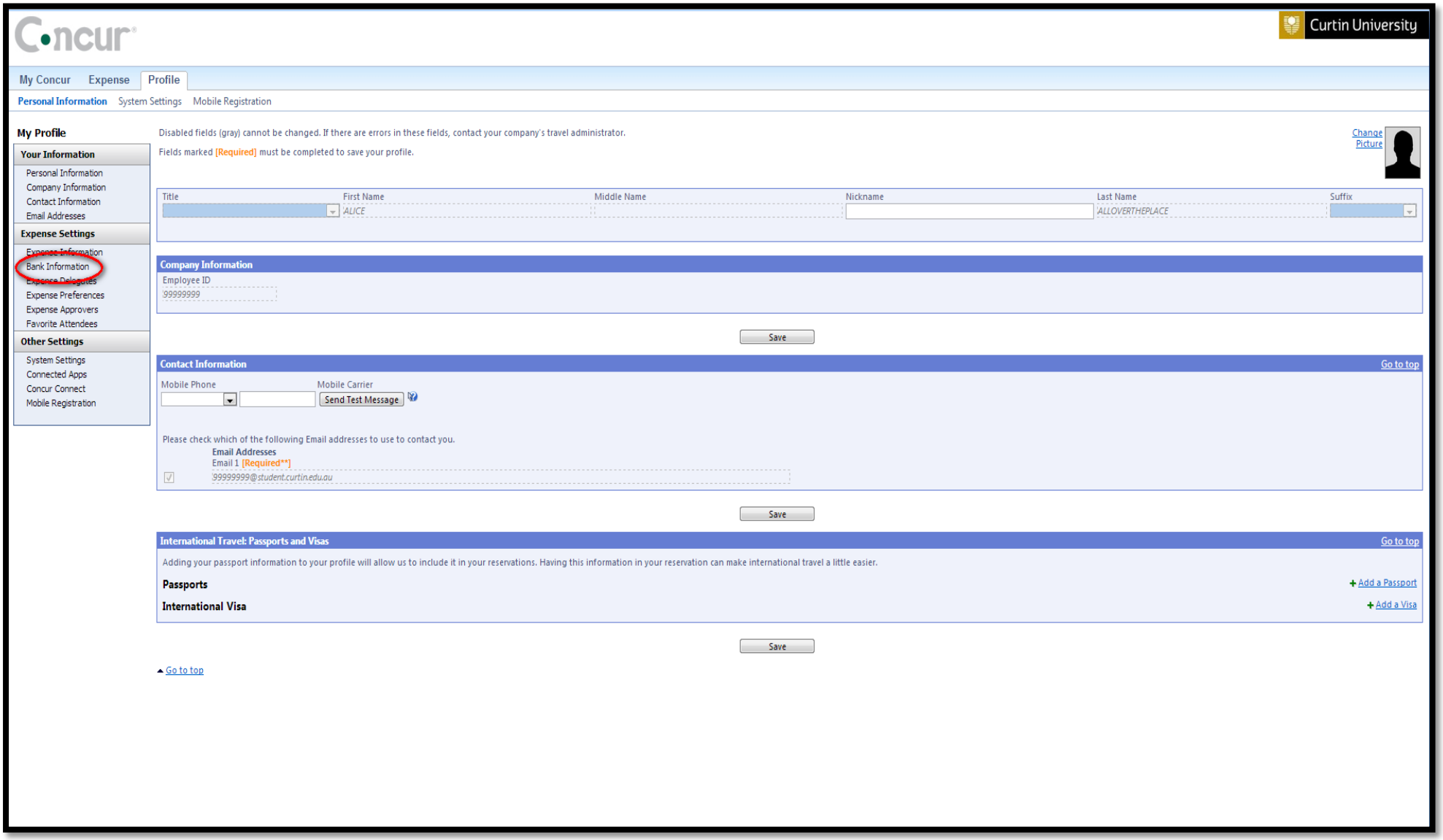
Please note that as a student you are only required to enter your bank account information. Do not change any settings or navigate anywhere other than those specified in this guide. Any changes made to your Concur account could cause delays to the processing of your payments or even cause the payments to be cancelled. Should there be a need to change any details that have not been specified in this guide please contact Concur Helpdesk for assistance.

2. Student Oasis Concur Access


Curtin University
Contact Us
Logou
oasis
welcome
my studies
my library
campus life & guild
follow oasis on twitter
help
important links
eStudent
Access to your student record
Blackboard
Your online learning space
iPortfolio
It's all about you!
sanctions
There are currently no sanctions on your record.
useful links
Academic Calendar & Key Dates
Current Students
Links to all important web sites for current students
Curtin Careers Centre
Access the Curtin Careers Centre
IT Resources
Gartner IT Research
Access to Information Technology research, analysis & advice
Dell Special Offer
Buy Dell and save up to 10% off!
Other Links
Assessment Centre Bookings
Use the online booking system to book a test in the Assessment Centre (formerly the CAA Lab)
Payment Recipients
Read the instructions on how to enter your bank details and click on the link above to proceed.
draft exam timetable
No centrally scheduled exams were found for your enrolled units
No centrally scheduled exams were found for your enrolled units. It is your responsibility to be aware of the assessment requirements for your unit(s), if you feel you should have an examination or have any queries in regards to your examination(s), please contact your school of study.
You can search for your examinations manually via the Examination Timetable.
unit outlines
Unit Code | Name | Outline | Handbook | Library
10200 | Academic Writing 041 | N/A | Handbook | N/A
10830 | Business Information Systems 100 | N/A | Handbook | Reserve Items
10848 | Management 100 | N/A | Handbook | Reserve Items
10850 | Marketing 100 | N/A | Handbook | N/A
10987 | Accounting 100 | N/A | Handbook | Reserve Items
11011 | Legal Framework 100 | N/A | Handbook | Reserve Items
1234 | Economics 100 | N/A | Handbook | Reserve Items
305639 | Mathematics 135 | N/A | Handbook | N/A
5282 | Marketing Management 555 | N/A | Handbook | Reserve Items
6649 | Human Resource Strategies 660 | N/A | Handbook | Reserve Items
Unit information displayed in this channel may take 24 hours to update. For up-to-date enrolment details, please check eStudent. If you have any queries about your enrolment, please contact your Faculty Student Services Office.
Plan your timetable - experiment with different schedules before you enrol.
View and print your personalised booklist and order your books online by clicking the button below.
Order your books online!
Click here
quick forms
your current recorded personal and course details filled in. If the personal details that automatically populate on
ed to update them in eStudent.
sion (PEX) - Student Fees [International Students Only]
Official Document Requests (Academic transcripts, letters of course completion and letters to confirm enrolment)
Click here to enter your bank information in Concur.

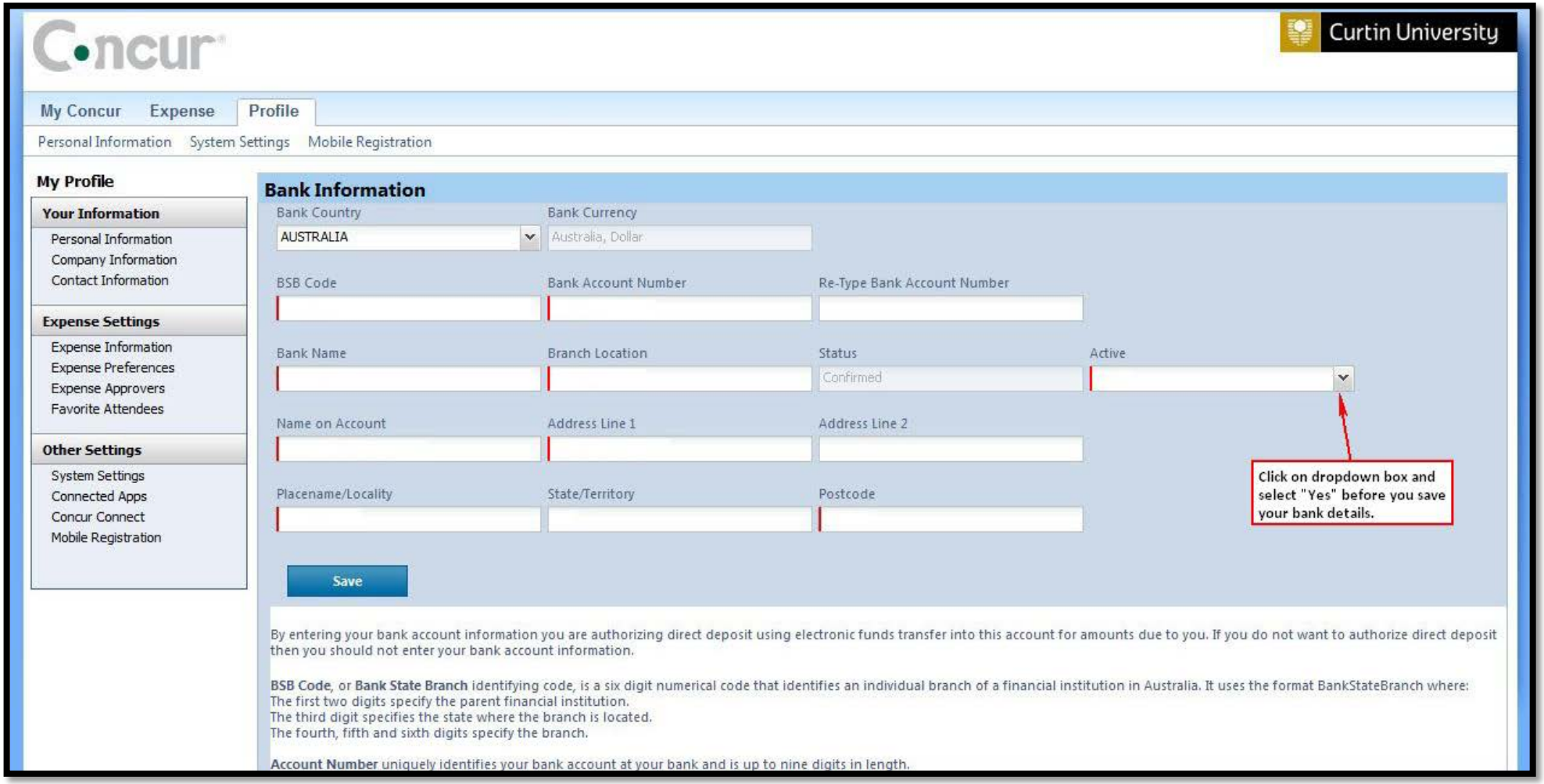
3. Entering Bank Details

Once you have logged into Concur you will see the screen below. In order to enter you bank details you will need to click on the “Bank Information” section that has been circled in red.



As a reminder, do not make changes to any other areas within Concur as this can cause delays in your payments.

After clicking on “Bank Information” you will be taken to the page below, please read the field headers and complete each field accordingly.


Concur
Curtin University
My Concur
Expense
Profile
Personal Information
System Settings
Mobile Registration
My Profile
Your Information
Personal Information
Company Information
Contact Information
Expense Settings
Expense Information
Expense Preferences
Expense Approvers
Favorite Attendees
Other Settings
System Settings
Connected Apps
Concur Connect
Mobile Registration
Bank Information
Bank Country
AUSTRALIA
Bank Currency
Australia, Dollar
BSB Code
Bank Account Number
Re-Type Bank Account Number
Bank Name
Branch Location
Status
Confirmed
Active
Name on Account
Address Line 1
Address Line 2
Placename/Locality
State/Territory
Postcode
Click on dropdown box and select "Yes" before you save your bank details.
Save
By entering your bank account information you are authorizing direct deposit using electronic funds transfer into this account for amounts due to you. If you do not want to authorize direct deposit then you should not enter your bank account information.
BSB Code, or Bank State Branch identifying code, is a six digit numerical code that identifies an individual branch of a financial institution in Australia. It uses the format BankStateBranch where:
The first two digits specify the parent financial institution.
The third digit specifies the state where the branch is located.
The fourth, fifth and sixth digits specify the branch.
Account Number uniquely identifies your bank account at your bank and is up to nine digits in length.

Please note that the address field relates to the address of your bank, if you do not know the address it can be found by entering your BSB number here.

Once you have entered your bank details ensure that the dropdown box is “Yes” and click on the Save button.